



MINUTES MINUTES OF ACADEMIC COUNCIL



CHRIST COLLEGE PULIYANAMALA, KATTAPPANA

Approved by UGC and Affiliated to MG University, Kottayam (3521/1/14/Ac A VII)
A Minority Institution Managed By CMI Fathers

Puliyanamala P.O, Idukki - 685 515, Ph: 04868 270400, 297401, M: 9946 944 499

www.christcollegekattappana.org

christcollegekattappana@gmail.com

Meeting - 16

FIRST ACADEMIC COUNCIL MEETING 17th June 2020

In the pretext of Covid-19, the academic year (2020) first Academic Council meeting was conducted on 17th of June. Two new Departments were added up to the Academic Council. They are Department of English and Department of Computer Applications under the HOD's Ms. Sangeetha Soman and Ms. Jyothish Abraham respectively. The following decisions and academic matters were discussed in the meeting.

1. All batch coordinators are assigned to personally contact the parents of Not Eligible Students of various online subject classes in order to enquire the reason for their absence and do send a report regarding this issue to the Principal on or before Friday (19th June 2020). Do make sure they have a genuine reason like failure in network or medical reasons.

2. A two-hour internal examination will be organised for all 11th year students from 25th June ²⁰²⁰ onwards. Further decisions will be taken regarding the evaluation strategies.

3. Record Book :- Once a record is provided for a particular student, it is his/her duty to submit it on time. Defaulters should submit the record before 23rd June 2020. One of the main agenda of the meeting itself was to tackle the record based issues of IVth Semester Internal Examination as defaulters were found. It has been decided that a last mercy chance will be provided to the record defaulters as the institution wishes to safeguard the future of those students.

4. Internal Mark :- The assignments should be submitted well on time by the students. Students who haven't submitted their remedial measures of various subjects of the past semester should submit it (Answering the question paper once) before 23rd June, 2020.

5. PRO :- Educational Public Relations Officers assist students and work with Parents and various groups within institutions. They distribute news letters containing information about campus events, build and maintain ties with alumni, lecturers, staff and students. Mr. Devasia P.V and Ms. Anithamol C.S are assigned in charge of the PRO works of the college.

6. NAAC/SAAC :- The written works of NAAC/SAAC should be speeded up under the guidance of Dr. Prakash.C and Dr. Emilda K. Joseph.

7. Add-On - Courses and Certificate Programme :-
For NAAC accreditation purpose Webinar, Orientation classes and departmental programs should be organized to maintain the college alive. Before the month of August atleast one Add-on - Course should be conducted for each department. Add-On - Courses should be extended to 30hrs. Attendance of each session should be recorded and maintained.




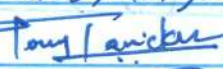



8. Academic Council should provide ample support to tackle students issues regarding the discipline of the


College.

9. In case of nomination submission for Election, the particular candidate should submit the nomination in the presence of their respective parent, to the Principal as decided by the PTA in PTA General body meeting of past years/previous years.

All the above decisions were finalised by the members of Academic Council.


Participants.

1. Mr. Boban T. Augustine (HOD of Commerce) 
2. Mr. Devasia P.V (Discipline Coordinator) 
3. Fr. Santhosh Silvest Chempakathumkal CMI (HOD, Management) 
4. Mr. Tony Mathews Panicker (College Coordinator) 
5. Ms. Anithamol C.S. (Controller of Examination) 
6. Ms. Ann Mary Augustine (HOD of Economics) 
7. Ms. Jyothish Abraham (HOD of Computer Applications) 


Rev. Dr. Alex Louis CMI

PRINCIPAL

PRINCIPAL
CHRIST COLLEGE
PULIYANMALA, KATTAPPANA
Idukki Dt. Kerala- 686506


Ms. Sangeetha Souman
Academic Council Secretary



ACADEMIC COUNCIL MEETING 23rd JUNE 2020


1. In the view of Covid-19, the Academic Council decided that 1 mark grace mark will be provided to all students of IVth Semester as Internal Mark.
2. As per the warnings and instructions from the Academic Council, the defaulters of the Remedial Measures of IVth Semester were asked to submit their pending Remedial Measures at the earliest (ie on or before 23rd June 2020). Only four students out of the defaulters have submitted their Remedial Measures on time. They are:-
 - (1) Jenson Saji
 - (2) Alan Tom Mathew
 - (3) Bejoy Sebastian
 - (4) George Sebastian.
3. Here is the list of those defaulters who haven't submitted their remedial measures yet.
 - (1) Jibin T. Varghese
 - (2) Susan Maria
 - (3) Jobin Michael
 - (4) Moncy Sunny
 - (5) Alan K. Thomas.
 - (6) Jaiho Sebastian
 - (7) Roji Abraham
 - (8) Vishnu Mani
 - (9) John Mathew (Special Consideration)
4. The Academic Council has decided that a minimum of 6 marks Internal marks will be allotted from the College to all defaulters so as to evade all controversies, problems regarding Internal marks

and keeping in mind the norms of the University and future of the student.


5. Ms. Jyothish Abraham, HOD of Computer Application is assigned to collect the records of B.Com Students on or before 2nd July 2020 and the names of the defaulters should be handed over to Fr. Santhosh at the earliest.
6. Students who are facing any problems regarding academics can claim a written complaint to the Academic Council, as no student is personally welcomed to the Council. The Council will discuss openly on the complaint put forward and will decide a final word about it.
7. It is the sole duty of the subject teacher to ensure that his/her students are submitting their assignments on allotted dates and in case of defaulters it should be handed over to the higher authority.

Participants.

1. Fr. Santhosh Silvest Chempakathumkal CMI (HOD, Management)
2. Mr. Boban T. Augustine (HOD of Commerce)
3. Mr. Devasia P.V (Discipline Coordinator)
4. Mr. Tony Mathewas Paricker (College Coordinator)
5. Ms. Anithamol C.S. (Controller of Examinations)
6. Ms. Ann Mary Augustine (HOD of Economics)
7. Ms. Jyothish Abraham (HOD of Computer Applications)


Rev. Dr. Alex Louis CMI
PRINCIPAL




Ms. Sangeetha Soman
Secretary

ACADEMIC COUNCIL MEETING.

12th Aug 2020.

Here are the various topics of discussion in this Academic Council Meeting.

1. Attendance is considered as a main factor for Internal Assessment. Students who have less than 75% attendance for online classes and if he/she has conveyed the reasons of their absence through the option "Message To Principal" to the College, they will be provided with 75% attendance and will be granted with permission to attempt the exams on humanitarian values. Those students who have failed to send a mail to the college regarding their leave will be personally contacted by their Batch Coordinator and should make the students send the mail at the earliest. Then only these students will be provided with a chance to attempt the MCQ.
2. Those students who haven't submitted their assignments and remedial measures will be strictly debarred from MCQ.
3. Certificate programmes and Add-On Courses are considered to be mandatory for students. But it is upto the students that they choose paid Add-On programme or Unpaid Add-On program like SWAYAM. Appropriate rewards will be considered in the case of Internal for those students who

have participated in Add-On Courses and Certificate programs.

Participants:

1. Fr. Santhosh Chempakathunkal CMI (HOD, Management)
2. Mr. Boban T. Augustine (HOD, Commerce)
3. Mr. Devasia P.V. (Discipline Coordinator)
4. Mr. Tony Mathews Panicker (College Coordinator)
5. Ms. Anithamol C.S. (Controller of Examination)
6. Ms. Ann Mary Augustine (HOD of Economics)
7. Ms. Jyothish Abraham (HOD of Computer Application)

Rev. Dr. Alex Louis CMI
PRINCIPAL

Ms. Sangeetha Soman
SECRETARY



Meeting - 19

ACADEMIC COUNCIL MEETING

26th Aug 2020

Below given are the discussion topics of this meeting.

1. In case of MCQ examination, no retest will be conducted for defaulters. Marks for Module Test-1 defaulters will be only considered at the end of the semester.
2. Open course will commence by September. Project should also progress after Onam.

Participants.

1. Fr. Santhosh Silvest Chempakathunkal CMI (HOD, Management)
2. Mr. Boban T. Augustine (HOD, Commerce)
3. Mr. Devasia P. V (Discipline Coordinator)
4. Mr. Tony Mathews Panicker (College Coordinator)
5. Ms. Anithamol C.S (Controller of Examination)
6. Ms. Ann Mary Augustine (HOD, Economics)
7. Ms. Jyothish Abraham (HOD, Computer Application)



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Rev. Dr. Alex Louis CMI
PRINCIPAL

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Ms. Sangeetha Soman
Secretary

Meeting - 20

ACADEMIC COUNCIL MEETING


9th Nov 2020

Topics of discussion are given below.


1. Incomplete Syllabus: A system will be developed through a form which will be passed on to the HOD's to know the updation of various subjects handled by the faculty of respective department. The form will be sent through e-mail under the leadership of College Coordinator Mr. Tony Mathews Panicker.
2. To enhance the faculty of respective department, department meeting should be arranged periodically under the leadership of HOD's.
3. Messages sent in faculty group should be forwarded to students group when needed on time.

Participants -

1. Fr. Santhosh Silvest Chempakathumkal CMI (HOD, Management)
2. Mr. Boban T. Augustine (HOD, Commerce)
3. Mr. Devasia P-V (Discipline Coordinator)
4. Mr. Tony Mathews Panicker (College Coordinator)
5. Ms. Anithamol C.S (Controller of Examination)
6. Ms. Ann Mary Augustine (HOD, Economics)
7. Ms. Jyothish Abraham (HOD, Computer Applications)


Rev. Dr. Alex Louis CMI
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Ms. Sangeetha Soman
Secretary.

Meeting - 21

ACADEMIC COUNCIL MEETING

16th Nov 2020

The below given are today's discussion topics.

1. Viva Voce can be conducted for Internal/Model exams defaulters under the leadership of Controller of Examination
2. For Second Year Students a Research Methodology Session will be provided regarding their Project.
3. Necessary steps should be taken by the respective HOD's regarding NET Coaching and Department meeting at the earliest.
4. Academic Calender is in progress. Music and Dance Club inauguration will be arranged.
5. All programs that are conducted should be updated in the College Website before hand.
6. Each and every session of the college function is divided and allocated to a particular faculty as given below.
 - Academics by Mr. Tony Mathews Panicker.
 - Exams and Assignments by Ms. Anithamol C.S
 - Programs by Mr. P.V. Devasia
 Each HOD should take the charge of their own department and execute proper decisions when needed without any delay. Together as a wing, this team

work is very much needed. Principal is the supreme power in executing all decisions.

Participants.

- 1 Fr. Santhosh Silvest Chempakathumkal CMT (HOD, Management)
- 2 Mr. Boban T. Augustine (HOD, Commerce)
- 3 Mr. Devasia P. V (Discipline Coordinator)
- 4 Mr. Tony Mathews Panicker (College Coordinator)
- 5 Ms. Anithamol C.S (Controller of Examinations)
- 6 Ms. Ann Mary Augustine (HOD, Economics)
- 7 Ms. Jyothish Abraham (HOD, Computer Applications)

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Rev. Dr. Alex Louis CMT
PRINCIPAL

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Ms. Sangeetha Soman
Secretary



Meeting - 22

ACADEMIC COUNCIL MEETING

2nd Dec 2020

The below given are the topics of discussion of this meeting.

- (1) Regarding the necessary steps needed for NAAC approval, the College is divided under five departments name Department of Commerce, Economics, Management, Computer Applications and Languages. A Logo is very essential for each department to be uploaded in Website.
- (2) Massive Open Online Courses (MOOC) are allotted for first year students. Each first year Batch Coordinator should take the charge of their respective class. The Coordinator of MOOC is Mr. Thomson Mathew.
- (3) M.A English first batch is commencing on 4th Jan 2020. Faculties handling PU classes should prepare well their subject and be ready.

Participants.

1. Fr. Santhosh Silvest Chempakathumkal CMI (HOD, Management)
2. Mr. Boban T. Augustine (HOD, Commerce)
3. Mr. Derasia P. V (Discipline Coordinator)
4. Mr. Tony Mathews Panicker (College Coordinator)
5. Ms. Anithamol C.S (Controller of Examination)
6. Ms. Ann Mary Augustine (HOD, Economics)
7. Ms. Jyothish Abraham (HOD, Computer Applications)

Rev. Dr. Alex Louis CMI
PRINCIPAL



Ms. Sangeetha Soman
Secretary

ACADEMIC COUNCIL MEETING

4th Jan 2021

As per the regulations from M.G University, in order to evaluate and inspect as well as to ensure the health safety of both faculty and students, a Covid-19 Monitoring Committee has been organised.

Committee Members are :-

Rev. Dr. Alex Louis CMI (Principal)	— Convener.
Mr. Boban T. Augustine and Ms. Jyothish Abraham	— Faculty Representative
Mr. C. T. Madhusoodanan	— Rep of Non teaching staff
Mr. P. M. Francis	— Health Inspector.
Mr. Josekutty Thakidippuram	— PTA President
Mr. Libin Varghese	— Student Rep.

COVID-19 PROTOCOLS

- (1) Students, faculty and staffs should follow all steps to protect themselves and others such as proper use of masks, social distancing and hand hygiene.
- (2) No student with a temperature of 98.6°C is allowed in the College premises.
- (3) Sick room should be well arranged so as to meet any emergency situation if arises.
- (4) Regularly scheduled cleaning, disinfection and sanitization of frequently used areas including Rest rooms and classrooms should be done.
- (5) A register should be well maintained in order to record the details of all people who visit the College.
- (6) Students should avoid out-of-class social gatherings, events and communications.
- (7) Students shouldn't share anything (Eg. food, objects etc)

- (8) Students are recommended and reinforced to handwashing with soap and water whenever possible. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- (9) N-95 respirators and gloves are strictly recommended.

Ms. Jyothish Abraham is assigned as the Faculty in-charge of the Covid-19 Monitoring Committee.

Participants :-

- (1) Fr. Santhosh Chempakathumkal CMI (HOD, Management) ✓
- (2) Mr. Boban T. Augustine (HOD, Commerce) ✓
- (3) Mr. Devasia P.V. (Discipline Coordinator) ✓
- (4) Mr. Tony Mathews Panicker (College Coordinator) ✓
- (5) Ms. Anithamol C.S. (Controller of Examinations) ✓
- (6) Ms. Jyothish Abraham (HOD, Computer Applications) ✓

ACADEMIC COUNCIL MEETING

1. Rev. Dr. Alex Louis CMT, Thanoipara - ~~Alex~~
2. Mr. Boban T. Augustine ~~Boban~~
3. Mrs. Jyothish Abraham ~~Jyothish~~
4. C.T. Madhusoodan ~~Madhusoodan~~
5. P.M. Francis, Health Inspector ~~Francis~~
6. Mr. Josekutty Thakidipuram, PTA President ~~Josekutty~~
7. Mr. Libin ^{Jaeghese} ~~Paulose~~, Student Representative ~~Libin~~

~~Alex~~

Rev. Dr. Alex Louis CMT
PRINCIPAL

Ms. Sangeetha Soman
Secretary.



Meeting - 24.

ACADEMIC COUNCIL MEETING

5th Jan 2021

A meeting of the Academic Council was held in order to discuss on the class arrangement of U-G and P.G students.

- (1) It was decided that third year U-G students and first as well as second year P.G students will be given a chance to select either online or offline classes. Majority of the students selected online class and a minority selected offline. As a result of the low attendance of students in offline classes, we have decided that we will opt online classes over offline classes.
 - (2) In case of some subjects instead of MCQ, Course Viva will be added to the Internals and their written exams will be planned accordingly.
- (1) Fr. Santhosh CMI (HOD, Management) ✓
 - (2) Mr. Boban P. Augustine (HOD, Commerce) ✓
 - (3) Mr. Devasia P.V (Discipline Coordinator) ✓
 - (4) Mr. Tony Mathews Panicker (College Coordinator) ✓
 - (5) Ms. Anithamol C.S (Controller of Examinations) ✓
 - (6) Ms. Jyothish Abraham (HOD, Computer Applications) ✓
 - (7) Ms. Dhanya Mohanan (HOD, Economics) ✓

Rev. Dr. Alex Louis CMI
PRINCIPAL



Ms. Sangeetha Soman
Secretary.

Meeting - 25

ACADEMIC COUNCIL MEETING

11th Feb 2021

A meeting of the Academic Council was held on 11th Feb, Thursday, 2021 to discuss on the result analysis, remedial measures and third year project.

(1) If any grievances are raised after the publishing of internal marks, students are asked to send a mail to the Controller of Examination and should be ready to attend the Viva Voce when informed along with their marklist and remedial measure. Those students who attend the Viva Voce will be provided with marks according to their participation. In the case of defaulters of Viva Voce, if he/she fails to attend the Viva Voce, their marks will be calculated as follows;

N.B. Their total marks scored till date / Max. marks of Exams conducted.

(2) Department of Economics has adopted a new strategy of dividing the written mark (80) into two :- 50 for written and 30 for oral/viva.

(3) In the case of third year students project, two binded copies for individual project and one binded for group project along with individual copy.

Participants.

(1) Fr. Santhosh CMI (HOD, Management)

(2) Mr. Boban T. Augustine (HOD, Commerce)

(3) Mr. Devasia P.V (Discipline Coordinator)

(4) Mr. Tony Mathews Panicker (College Coordinator)

(5) Ms. Anithamol C.S (Controller of Examination)

(6) Ms. Dhanya Mohanan (HOD, Economics)

Ms. Jyothish Abraham (HOD, Computer Applications) *JL*

Rev
Rev. Dr. Alex Louis CMT
PRINCIPAL

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Ms. Sangeetha Soman
Secretary



Meeting - 26

ACADEMIC COUNCIL MEETING

22nd March 2021

A meeting of the Academic Council was held on 22nd March, Monday, 2021 to discuss on the academics of different batches of students.

- (1) A doubt clearance session will be arranged for B.Com and BCA students for the problem and programming papers. Topics should be divided among subject teachers. Classes will be arranged in the month of April for doubt clearance.
- (2) Viva Voce will be arranged for third year students on 5th April 2021. The Viva panel will consist of 28 teachers which will be further divided into 14 groups.
- (3) The Alumni registration should be completed by the students at the earliest under the guidance of the respective Batch Coordinator. Mr. P. V. Devasia is the in-charge of Alumni Registration.
- (4) Assignment allocation of PG students should be continued as per the pattern. The same method will be implemented in U.G. too. Date of the assignment submission should be planned well in advance that portions will be completed on time and if anything is pending the assignment date should be extended. It is the individual responsibility of each faculty to collect their respective assignments from students along with the completion of syllabus.
- (5) Strive hard to maintain cordial relationship and academic atmosphere in the department.

Participants:-

- Fr. Santhosh CMI (HOD, Management) ✓
- Mr. Boban T. Augustine (HOD, Commerce) ✓
- Mr. Devasia P.V (Discipline Coordinator) ✓
- Mr. Tony Mathews Panicker (College Coordinator) ✓ Pan.
- Ms. Anithamol C.S (Controller of Examination) ✓
- Ms. Dhanya Mohanan (HOD, Economics) ✓
- Ms. Jyothish Abraham (HOD, Computer Applications) ✓

Rev. Dr. Alex Louis CMI
PRINCIPAL

Ms. Sangeetha Soman
SECRETARY

